

Providence Community Library Executive Board meeting
Oct. 7, 2009
Mount Pleasant Library

Marcus Mitchell called the meeting to order at 3:40.

In attendance: Marcus Mitchell, Patricia Raub, Ellen Schwartz, Linda Kushner, and Alix Ogden.

Absent: Maureen Romans and Rochelle Lee. There was a quorum.

Also present were the Library Director Ann Robinson, and Deputy Director Laura Marlane.

Karen McAininch the union representative was there as a member of the public.

Director Ann Robinson reported:

1. She has completed the organizational chart of PCL which has changed the supervision of the nine neighborhood libraries. Supervision of the nine libraries will now be divided between the two library supervisors and the Deputy Director: Library; Tom O'Donnell will supervise Fox Point, Rochambeau and Smith Hill; Dhana Whiteing will supervise Mount Pleasant, Olneyville and Wanskuck; and Laura Marlane will supervise Washington Park Knight Memorial and South Pleasant. Ann Robinson felt this better distributed the workload and Laura Marlane welcomed the opportunity to have direct involvement with the libraries.
2. Every step is being taken to make sure that no neighborhood library closes because of short staffing. To cover the emergency situation at Fox Point, where Sandy Olivera has been on family medical leave because of the illness of her husband, all library staff all the including Tech services have successfully filled in to keep the doors open.
3. PCL is a part of the Providence Schools "Read with us" (See full description on our web page.) The Providence Journal incorrectly reported that PPL rather than PCL was part of the program. A letter is being sent to the Projo to correct this fact.
4. PCL has been asked to become part of the RI Center for the Book which sponsors "Read across RI. The cost is under \$100. The executive committee unanimously agreed that we should join.

Development

Linda Kushner, reported that the fundraising letter to the public has been completed (about 2500 pieces) would be dropped in the mail at the end of the week. PCL will do two public appeals a year. A reception for prospective high donors \$1000 and up is being hosted by Sara and Jack McConnell in November and plans are under way for a high dollar fundraising event in February at Knight Memorial library and multiple low dollar events to be held at all the libraries are under consideration for April. Steve is on top of the schedule for applying for corporate and foundation grants. The Development committee is meeting on Oct 13th to map out the entire year's program to raise the necessary funds.

Financial

Ellen Schwartz reported (and Alix Ogden confirmed) that we will be receiving \$300,000 from the city imminently.

We have been holding back on expenses but staff informs us there is a need to begin a book-leasing program with Baker books. The executive committee okayed the expenditure, at this time, of up to \$20,000 for this program.

Discussion of master lease funds.

Personnel

Patricia Raub said that a 2nd brunch for all the staff has been scheduled for Oct.30th at 10:30at Rochambeau. All board members are invited to attend and to bring food if they wish. The Personnel committee met and are preparing a handbook. When reported that a dress code had been considered and rejected, the Ex. committee consensus was best expressed by Rochelle Lee who said library employees should just dress in a way that was consistent with their representing PCL as a professional.

Friends

Maureen Romans reported that the Friends committee had met and agreed that in order to avoid conflicts the dates of all Friends meetings should be forwarded by Friends Group representatives to Dave Dvorchak who will insure that they are posted on the PCL calendar. Also Friends groups will check with Steve Kumins with respect to planned Friend's fundraising activities in order to avoid conflict with PCL.

OLIS recommends that a policy defining the roles of Friends groups, library staff. and trustees be established in order to avoid misunderstanding between Friends groups and staff. The Friends committee is working on a draft of this policy to be presented to the Board.

Increase in library hours

In order to meet the unique hours requirement for the city of Providence, (in the face of PPL's reduction of its unique hours,) PCL will extend library services for the public for two additional hours at the Mount Pleasant Branch. Mount pleasant will now be open on Saturdays from 10:00 – 5:00. The library will close to the public one hour earlier, either on Monday or Tuesday night. (The night to be determined) Changes in hours require board approval. Patricia Raub moved and Rochelle Lee seconded that we accept this change in hours. The motion passed unanimously. The hour change will begin in November and this increase in hours be publicized as much as possible.

Community Outreach

Discussion of how to make PCL and Ann Robinson better known in the city. Board members to help create a list of organizations to be contacted within the next 3 months.

Meeting adjourned at 4:50.

Respectfully submitted,

Linda J. Kushner
Secretary of the Board